

Regional Emergency Response Program Manager, GS-301-14

MAJOR DUTIES

Serves as Regional Emergency Support Function (ESF 11) Manager for the US Department of Agriculture Animal Plant & Health Inspection Service (APHIS) Regions. ESF- 11 is an annex to the National Response Plan, which establishes a comprehensive all hazards approach to enhance the ability of the United States to manage domestic incidents.,

The incumbent of the position represents and speaks for the USDA APHIS Region Board of Directors (BOD). Directs and coordinates all ESF 11 assets and resources in response to a catastrophic disaster or high-visibility national incidents. Coordinates and oversees ESF 11 preparedness and response activities with other national Federal agencies. Incumbent works with and meets regularly with senior management of other Federal agencies. Provides briefings to agency officials and other senior officials on the status of USDA emergency response actions. Deploys to disaster-affected areas when necessary.

Serves as region expert and advisor to the USDA APHIS BOD in the development and implementation of concepts, policy guidance, and critical operations planning for the regional ESF 11 emergency preparedness and the USDA APHIS Continuity of Operations Plan (COOP). Oversees and coordinates development, testing, and implementation of an integrated set of programs for ensuring the continuity of essential USDA functions during all hazards emergencies. Incumbent serves as an expert and USDA point of contact for these activities in coordination with the USDA APHIS BOD, and other Federal Departments and agencies.

Briefs the USDA APHIS BOD on the programs and their responsibilities at all levels. Participates in development of USDA strategic goals, and action plans in support of ESF 11. Participates in national and regional training exercises and satisfies requirements for maintaining certification as a federal emergency management official.

Briefs officials at all levels of Federal Government on programs and their responsibilities. Serves as the Regional ESF 11 Emergency Coordinator. Incumbent coordinates, facilitates and directs USDA resources to respond to emergencies and Presidential disaster declarations. Directs staffing and other support to the Federal Emergency Management Agency (FEMA) Regional Resource Coordination Center (RRCC), Joint Field Office (JFO), and Emergency Operations Center (EOC).

Incumbent originates and coordinates interagency/intra-agency agreements and negotiates Memoranda of Understanding (MOU) with regional emergency support activities and agencies. These agreements and MOUs establish procedures to ensure efficient and effective operational, administrative, and response actions by the agencies entering agreement.

Incumbent supports Regional COOP, including COOP relocation site(s) in state of readiness. Originates and conceptualizes improvements to regional COOP that will enhance effectiveness of regional emergency preparedness measures.

Incumbent coordinates and directs regional training programs for ESF 11 emergency preparedness, damage assessment and disaster support, and coordinates the provisions of interagency training in emergency programs.

Responsible for other duties as assigned.

EMERGENCY OR TESTING ASSIGNMENTS

Incumbent may be subject to 24-hour on-call in the event of an emergency, to test the emergency response plan or for other reasons. This may require irregular working hours, work at locations other than official duty station and may include duties other than those specified in incumbent's official position description. Must be able to relocate to emergency sites with little advance notice and function under intense physical and mental stress.

SUPERVISORY RESPONSIBILITIES

Incumbent directly supervises five Emergency Coordinators (GS-13) throughout the USDA region (located within FEMA regions).

Plans and schedules work assignments to subordinates based on priorities, consideration of difficulty, requirements of the work, and capabilities of employee. Reviews and accepts, amends, or rejects work. Evaluates overall performance and ensures quality and timeliness of work assigned. Gives advice, counsel, or instructions to subordinates on both work and administrative matters. Ensures position descriptions accurately depict actual work requirements, and personnel and position action requests are promptly initiated when required. Interviews applicants for positions; makes selection or recommends selection for appointment, promotion, or reassignment. Hears and resolves complaints. Effects minor disciplinary measures and recommends action in more serious cases. Identifies training needs of subordinates and makes provisions to satisfy these needs. Approves annual leave and sick leave requests, and ensures timekeeper is apprised when subordinate is on leave. Understands and adheres to objectives of USDA Affirmative Action/Equal Employment Opportunity program and objectives.

KNOWLEDGE REQUIRED BY THE POSITION

Extensive knowledge of federal emergency management practices and procedures and comprehensive knowledge of USDA programs and procedures. Comprehensive understanding of how they relate to emergency management activities of local, state, and federal government sectors. Knowledge of USDA emergency management procedures and service requirements of Federal Emergency Management Agency (FEMA).

In-depth knowledge of and ability to lead full range of program activities mandated by ESF 11. Ability to provide technical leadership and guidance to team members and to perform a broad array of functions in support of program.

Comprehensive knowledge of qualitative and quantitative techniques to analyze and monitor the effectiveness, efficiency and productivity of USDA services and support provided to external entities. These include FEMA and emergency response entities in federal community. Recommend improvements to program operations and conduct comprehensive studies to assess and promote program operations.

Expert knowledge of client needs (Food Nutrition Service, Department of Interior, Food Safety Inspection Service, and other state, federal and non-governmental agencies). Thorough understanding of business/industrial community available to provide services to these clients. Anticipate and respond to changing and ongoing needs.

The employee uses a high level of analytical project management ability together with a comprehensive knowledge of the functions, processes and principles of management; the methods used to gather and evaluate

information concerning the management process and techniques to motivate and direct others in the accomplishment of specific tasks and broad management objectives.

Expert ability to communicate effectively both orally and in writing, to conduct meetings, conferences and workshops; to develop and promote public and community interest in agency programs; to establish and maintain effective working relationships; and to counsel and advise interested parties about USDA emergency management objectives, policies and procedures.

SUPERVISORY CONTROLS

The USDA APHIS BOD provides overall administrative and technical guidance. Due to sensitivity of this program area, Incumbent also provides general oversight, and meets regularly with BOD. Independently plans, develops and implements assigned responsibilities, referring only most sensitive and controversial problems to BOD. Responsible for the technical adequacy and accuracy of work. Work is reviewed only for conformance to policy, coordination and overall effectiveness. Incumbent has high degree of independent responsibility for program operations and evaluation of team functions and responsibilities. Technical supervision and review is usually limited to discussions of controversial issues, problems involving an interpretation of, or departure from policy or problems that may change scope of assignment.

GUIDELINES

Guidelines for assignments in emergency management include guidance issued by ESF 11, state and local laws and ordinances pertaining to emergency preparedness and response activities.

Other guidelines include USDA and federal rules, regulations, methodology, practices and theory related to programs assigned. Incumbent operates within broad program guidelines, including general administrative policies, USDA regulations, public law and precedents. Available guidelines provide general direction, but do not have specific applicability to wide variety of situations encountered. Uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria or proposed new policies, providing BOD with comprehensive recommendations on circumstances requiring significant deviation from existing guides.

COMPLEXITY

Responsibilities involve analysis of interrelated issues for effectiveness, efficiency and productivity of ESF 11 and National Emergency Management Program. Including the testing, training, and development of contingency plans related to emergency function number 11.

Duties are performed in a highly independent manner and typically require application and exercise of extensive and/or expert technical knowledge, covering wide range of service and support issues of high relevance to regional management and client agencies, coupled with ability to recognize and accommodate management and/or client needs while working within the framework of accepted policy and statutory requirements. Incumbent must be resourceful in solving novel and oftentimes obscure problems, typically involving combinations of complex features.

SCOPE AND EFFECT

Duties are to represent USDA as an equal partner with other Federal agencies assigned Presidential Emergency Management requirements and to

provide preparation and readiness for assumption of leadership role for USDA emergency management program should circumstances require such an action.

Position purpose is to provide program direction and expert technical advice in providing external services and support to client activities, both at regional and national levels. Work efforts have significant impact throughout region and APHIS Wide in terms of regional emergency management activities and involve highly specialized technical and managerial responsibilities.

PERSONAL CONTACTS

Personal contacts are with all levels within various region, federal, state, and local, offices, advisory groups, business organizations, individual business representatives, other government agencies and members of public. In structured situations and or under adverse situations.

PURPOSE OF CONTACTS

Contacts are made to seek and exchange information; to develop, promote, implement and evaluate various programs assigned and to resolve critical problems explore alternatives to complex situations related to these areas. Requires skill in representing agency to Government officials at all levels.

PHYSICAL DEMANDS

The work is mostly sedentary; however, some standing, walking, bending, carrying of lightweight objects and extensive travel regionally and nationally are required.

WORK ENVIRONMENT

Deployment to disaster area may involve some adverse working conditions. Temporary emergency working conditions may place limitations on availability of adequate power, water, and infrastructure support. Other work is performed primarily in office setting. Work area is adequately lighted, heated and ventilated.

OTHER FACTORS

Must be able to obtain and maintain Critical-Sensitive (CS) National Security clearance because of access to Top Secret classified information. Position will be subject to random drug testing.

APHIS is an emergency response agency. This means that all Agency employees may be asked or assigned to participate in rotating temporary duty assignments to support emergency programs at some time during their careers with APHIS. It is difficult to predict the frequency with which such emergencies may occur - and could range from several emergencies in a year to none over the course of many years. In the event that you are called upon to support an emergency program, this may require irregular working hours, including overtime, and may include duties other than those specified in your official position description. While some emergency program support assignments may be able to be performed at the employee's current duty station, in other cases employees may be asked to go on-site to a temporary duty station location. In addition, it may be necessary for employees to participate in multiple rotations to an

emergency program assignment. Attempts will be made to keep disruption to the employee to a minimum.